

Posting:	#07-05
Posting Type:	Internal & Open Announcement
Closing Date:	3/13/07
Starting Wage:	\$16.07/hour at Step 1 of Grade 8 DOQ \$17.27/hour at Step 1 of Grade 9 DOQ Full Time Position with Full Benefits Package
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ♦ Brookings County Courthouse ♦ 314 6th Avenue ♦ Brookings, SD 57006.

POSITION TITLE Deputy Director of Equalization
GRADE N-8 through N-9 Depending on Qualifications.

DESCRIPTION OF WORK

General Statement of Duties

Performs professional functions in the operation and appraisal of real estate located within the county for purposes of taxation. In the absence of the Director, serves in that capacity.

Supervision Received

Works under the direct supervision of the Brookings County Director of Equalization.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists the Director in the performance of statutory duties.
- Identifies properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records.
- Appraises improved and unimproved parcels. Calculates land values by classification using market value of comparable land. Uses schedules, manuals, and guidelines relating to appraisals of improved and unimproved property for classification purposes.
- Appraises commercial and industrial properties by reviewing improvements, fixtures, and replacement cost(s). May also establish values by estimates of income potentials of commercial and industrial properties as required.
- Records data necessary for appraisals including detailed observations as to quantity and type of construction components together with observed age and condition of improvement and calculates actual and assessed valuation of same.
- Answers off and on-site inquiries to provide information concerning appraisals.
- Collects field data to prepare and complete property cards for assessment of mobile homes. Assigns value to the property by referring to appropriate schedules.
- Maintains accurate records and files on mobile homes. Assigns value to the property by referring to appropriate schedule.
- Assists in establishing, maintaining, and researching files to insure proper posting of properties. Performs calculations on value of land and structure by utilizing appropriate assessment procedures and information gathered by field and office research.
- Defends assessments and appraisals. Participates in the preparation of appraisal defense. Assists in preparation of reports for protest hearings and testifies at hearings when necessary. Advises taxpayers of appraisal process used in arriving at assessed value.
- Enters data from property cards on transfers, splits, and replatting of property, changes in valuation of land and structures, and verifies valuation for accuracy.
- Participates in the calculation and preparation of the assessment roll for delivery to the county auditor and the abstract for the South Dakota Department of Revenue.
- Processes and interprets transfers from the Register of Deeds for sales ratio purposes.
- Operates computer to enter data from property cards for all property assessments.
- Retrieves and interprets information from computer.
- Performs work in a manner consistent with safe practices.
- Attends training sessions and meetings to achieve and maintain qualifications for the position and other required purposes.
- Develops and maintains positive professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Ability to demonstrate leadership and management skills, be goal oriented, and meet deadlines.
- Ability to prepare clear, concise, and accurate reports.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to plan, organize, and direct the work of others.
- Ability work extended and varying hours if needed.
- Working knowledge of methods, techniques, and procedures utilized in appraisal of property for tax assessment purposes.
- Working knowledge of state laws government assessment and collection of real property taxes.
- Working knowledge of survey/land measurement, assessment, and real property descriptions.
- Working knowledge of computer programs to include: Microsoft Office products (Excel, Word, Access, Powerpointetc), Pro-Val and AS400 Programs.
- Working knowledge of Geographical Information Systems (GIS) desirable.
- Possession of SD drivers license required.

Education

- Graduation from high school, GED, or any such combination of education, training, or experience as may be acceptable to the hiring authority—vocational or university education preferred.
- Certification by the South Dakota Department of Revenue, or successful completion of appraisal courses within one (1) year of hire.
- Satisfaction of educational requirement of South Dakota Real Estate Commission beneficial.

Experience

- Five (5) years of appraisal work experience desired.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority and state statutes.

Department Head Signature

Date

Commission Chair Signature

Date